ASSINGMENT

Question1. How many types of conditions are available in conditional formatting on Excel?

Answer. Upto three conditions are available in conditional formatting on excel.

Question2. How to insert border in Excel with Format Cells dialog?

Answer**.** *Select one or more cells to which you'd like to add borders*

*Right click the selected cells and choose Format Cells… from the context menu.*

*In the Format Cells dialog box, switch to the Border tab and choose the line style and color first. And then, either use Presets to add the outside or inside borders or construct the desired border by selecting individual elements such as border top, bottom, right or left. The preview diagram will reflect the changes immediately.*

*Question3.* How to Format Numbers as Currency in Excel?

Answer3. Select the range of cells want to format,

After you select the required data, Go to **Home tab** >> **Number group** >> Click on the down arrow in the **Number Format box**.

 then Click on the **Currency** option from the given list.

Questions4. What are the steps to format numbers in Excel with the Percent style?

Answer4. Select the cell or range of the cell.

Go to home🡪Number🡪Percent style

Question 5. . What is a shortcut to merge two or more cells in excel?

Answer5. Merge Cells: ALT H+M+M

Question6. How do you use text commands in Excel?

Answer6.

Left() syntax=left(text,num\_char)

Len() syntax=len(text)

Mid() syntax=MID(text,start\_char,num\_chars)

Find() syntax=Find(find\_text,within\_text,[start\_num])

Proper() syntax=PROPER(Text)

Rept() syntax=REPT(Text,number\_times)

Trim() syntax=TRIM(Text)

Upper() syntax(Text)

Substitute() syntax(text,old\_text,new\_text,instance number)

Concatenate() syntax=concatenate(text1,text2…)